

Exminster Community Primary School Full Governing Board Meeting 8/2018-19
Thursday, 25 Apr 2019, 18:00 at Exminster Community Primary School
MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Jonathan Wood	JW	Governor (Co-opted)
Tony Fripp	TF	Governor (Co-opted)	Ian Moore	IM	Deputy Headteacher
Stephen McDonald (From 18:45)	SM	Governor (Par)	Ian Rogers	IR	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Talitha Kerrigan	TK	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Helen Hibbins	HH	Clerk
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Kate Beale	KB	Governor (Co-opted)			
Apologies					
Name	Initial	Position	Reason		
Becky Mason	BM	Governor (Co-opted)	Family commitment		
Paul Frazer	PF	Governor (Parent)	Work commitment		
Richard Vain	RV	Governor (Co-opted)			

Advice given by Governors at this school, in this meeting, is incidental to their professional expertise and is not being given in their professional capacity.

Governors must not disclose what individual governors have said or how they have voted within a meeting.

Governors must respect the confidentiality of Part Two items of business as agreed by the Governing Board.

Summary of Meeting (Resolutions)
To submit a budget to the LA for the 2019/20 Financial Year, showing a cumulative deficit in the following two years

Item	Action
1. <u>Apologies for absence</u> Accepted as listed above. It was noted that RV was absent without apology.	
2. <u>Declarations of Interest on agenda items</u> None declared.	
3. <u>To approve the minutes of the Full Governing Board meeting on 14 March 2019</u> ❖ Related Documents: 2019-03-14 FGB draft minutes Resolved	
4. <u>Update on actions (not included elsewhere on agenda)</u> 4.1 All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to update the Governors' training record. <i>Ongoing reminder</i> 4.2 15/11/2018 - 10.1 - Priority 1: Supporting disadvantaged children's progress – consider the NHT Aspire document and meet with Frankie Hyde, Gail Miller and SW to discuss.	

<p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p>	<p><i>See agenda item 7</i></p> <p>15/11/2018 - 10.2 - Priority 2: Supporting focus identified boys to make accelerated progress in reading and writing - meet with Fiona Jones and Jonathan Scott to discuss the outcome of the environmental audit and actions arising.</p> <p><i>Ongoing – Agenda for June meeting</i></p> <p>15/11/2018 - 10.3 - Priority 3: Improving writing progress - consider the scope and the rationale behind it followed up with a visit to validate the outcome of monitoring.</p> <p><i>Ongoing – Agenda for June meeting</i></p> <p>15/11/2018 - 10.4 - Priority 4: Developing knowledge and understanding of the wider curriculum through GOAL work - find evidence of the children’s knowledge during a visit.</p> <p><i>Ongoing – Agenda for May meeting</i></p> <p>14/03/2019 - 6.5 - Evaluate H&S implication and potential improvements to playground surface and report back</p> <p><i>See agenda item 9</i></p> <p>14/03/2019 - 9.3 - Results of parental survey regarding funding to be presented to GB</p> <p><i>See agenda item 6</i></p> <p>14/03/2019 - 10.8 - Governors who are parents to write to MP Mel Stride regarding funding</p> <p><i>Ongoing</i></p> <p>14/03/2019 -13.1 - Publicise agreed lettings rates in Scene</p> <p><i>Done</i></p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.3.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>5. <u>Approve Budget for submission to Local Authority</u></p> <p>❖ Related Documents: Budget setting overview 19.20 for Gov April</p> <p>Two budget scenarios were circulated prior to the meeting alongside a comprehensive document describing what was included in each budget line.</p> <p>The difference between the scenarios was the inclusion of the Teachers’ Pay Grant (TPG) and Superannuation Grant (SG) for the first year only in scenario 1 and for all three years in scenario 2. As there was uncertainty surrounding the continuation of the TPG and SG beyond the current financial year, the only viable option to submit to the Local Authority (LA) was scenario 1, even though it showed a deficit.</p> <p><i>JC had raised questions on the budget prior to the meeting, predominantly relating to the risk factors. SW circulated a document addressing the points raised, with revised figures, and noted the following:</i></p> <p>5.3.1 Pupil numbers: A more accurate estimate of pupil numbers had been included; lowering the risk.</p> <p>5.3.2 SEND funding: Confirmation had been received of funding for 2 Education Health Care Plans (EHCP) and a “plus package”. A decision was awaited on a further 3 EHCP. A conservative estimate of funding had been included for these.</p> <p>5.3.3 Staffing costs: Due to the number of children with EHCPs, support staff would be required for 1:1 support rather than interventions. There was no intention of employing additional support staff. This may have an impact on results and the sustainability of a reduction in interventions would need to be monitored.</p> <p><i>AR asked whether there was any progress with obtaining equality of per pupil funding in Devon with other parts of the country. SW replied that the One Voice campaign was still ongoing (initiated by Devon Association of Primary Heads) but, to date, there was no indication of additional funding forthcoming.</i></p> <p><i>TF enquired whether other schools across Devon (and further afield) were likely to be submitting deficit budgets. JC replied that an email received from the LA mentioning recovery budgets indicated that this was likely to be a county wide issue.</i></p> <p><i>JC asked when the deficit predicted for the 2020/21 financial year should be accepted and addressed. SW was reluctant to make changes to the budget prior to the spending review in September/October as further tightening now may impact on results and may not be necessary.</i></p>	

5.7	It was resolved to submit a budget to the LA for the 2019/20 Financial Year, showing a cumulative deficit in the following two years, accepting that a recovery plan would be requested (probably by November). The outcome of the spending review would impact on the recovery plan.	SW
6.	<u>Funding and Fundraising</u> ❖ Related Documents: Fundraising questionnaire responses	
6.1	SM joined the meeting mid-way through this discussion at 18:45.	
6.2	There were 88 responses to the survey. There are approximately 250 families associated with school.	
6.3	The favoured fundraising options were events and parental contributions.	
6.4	35 parents had indicated that they would be interested in assisting with fundraising. It was envisaged that a fundraising group could be formed with sub groups taking charge of individual events, contacting local businesses requesting sponsorship and coordinating donations. An inaugural meeting would take place on 23 May. Governors were asked to attend and JC, JW and SM would discuss the format and approach to be taken by email.	JC/JW/ SM
6.5	A general letter outlining the results of the survey would be sent to all parents and individual invites to the meeting would be extended to parents who had included contact details.	All
6.6	The potential cross-over with Exminster School Association (ESA) events was discussed. It was thought that an annual calendar of events should be organized.	SW
6.7	A new not-for-profit website had been established, allowing charities to accept donations with gift aid, without incurring any cost. ESA could take advantage of this with its charitable status. Concern was expressed about the additional administrative burden that this would place on ESA.	
6.8	Questions were raised about the Terms of Reference and Constitution of ESA and the exact nature of what the funds could be used for. JC agreed to research this.	JC
6.9	Other fundraising options suggested in the survey included an Amazon wish list for items that the school needed, the option for parents to donate more than requested for trips and additional non-uniform days.	
7.	<u>SDP monitoring reports</u> ❖ Related Documents: PP Spring Term Update 03 04 19	
7.1	JW had written a report on his Governor visit on 3 April. A meeting had taken place with Frankie Hyde, Gail Miller and SW discussing the Pupil Premium (PP) strategy, with an emphasis on literacy and vocabulary. IR had also attended.	
7.2	A learning walk had taken place observing PP children in Reception and Years 1 and 2 and looking at their books.	
7.3	IR confirmed that there was clear progression seen in the children's work and commented on the consistency of marking throughout. SW added that the same progress was noted for both PP and non-PP children.	
7.4	IR commented on the engagement of the children observed.	
8.	<u>Safeguarding report</u> ❖ Related Documents: Ofsted safeguarding report 2018.2019 updated spring 2019 with PH edits	
8.1	Babcock would undertake a safeguarding review on Friday 7 June from 08:30 to 12:30.	
8.2	The reviewer would talk to children and staff, look at the Single Central Record (SCR) and staff files and speak with the Safeguarding Governors. (AR would be in attendance and HC would be available by phone if required).	
8.3	A questionnaire would be circulated to staff that would require analysis and inform conversations with the reviewer.	
8.4	The safeguarding audit process and action plan would be examined.	
8.5	The safeguarding report (as circulated) had received its termly update, with additional training noted. (Shout-outs and newsletters).	

8.6	AR asked why the self-evaluation was a level 2 for protection from radicalisation and extremism. SW explained that the school had not been following up the channel training, but that this had now been added into staff induction.	
8.7	HC asked whether the online safety training had been completed by staff and updated on the SCR. It was confirmed that it had.	
8.8	HC would make an unannounced safeguarding visit in the near future.	
9.	Premises update	
9.1	IM and PF were yet to meet to review premises issues.	
9.2	IM reported that the cost to enhance the playground area requiring attention was prohibitive. Appropriate grants had been sought and applied for, but without success to date. The area had been designated a quiet area was safe.	
9.3	An issue with taps running too hot was being addressed. Quotations were being sought for remedial work.	
9.4	A legionella check had taken place and the report was awaited.	
The meeting closed at 19:24		

Dates of next FGB meetings:

Summer Term 2019
16 May
13 June
11 July

Signed:.....T Fripp..... Date:.....16/05/19.....